

J.S. POSTAGE PAID
J.S. DEPARTMENT
OF EDUCATION
PERMIT NO. G-17

U.S. Department of Education

8242–D Sandy Court Jessup, MD 20794-1398

Official Business Penalty for Private Use,







Put a Shine on Your School—Affordably

With the *Planning Guide for Maintaining School Facilities*

cross America, schools old and new are facing facilities maintenance issues that are hard to address with limited budgets. Inefficient energy systems may have led to high utility bills, a poorly selected contractor may have led to a never completed installation, a few dollars saved on deferring a preventive service call may have led to an entire system having to be replaced. How can school planners offer a

safe and comfortable environment for learning when constrained by shrinking budgets?

Just in time comes the *Planning Guide for Maintaining School Facilities,*a new resource developed by the National Forum on Education Statistics and the Association of School
Business Officials

International. Filled with practical guidelines and recommendations, best practices, real-life vignettes, checklists, and dozens of useful tools, this guide can help you plan, prioritize, maximize, and maintain your facilities without breaking a sweat—or the bank.



PARTIAL LISTING OF CONTENTS

INTRODUCTION TO SCHOOL FACILITIES MAINTENANCE PLANNING

★ Why Does Facilities Maintenance Matter?

PLANNING FOR SCHOOL FACILITIES MAINTENANCE

★ Effective Management Starts with Planning ★ Creating a Unified Organizational Vision ★ Links to Budgeting and Planning ★ Data for Informed Decision-Making

FACILITY AUDITS: KNOWING WHAT YOU HAVE

- ★ How To Conduct Facility Audits ★ Who Collects the Data?
- ★ What Data Need To Be Collected? ★ When Should Data Be Collected? ★ Data Management and Use

PROVIDING A SAFE ENVIRONMENT FOR LEARNING

 ★ Ensuring Environmental Safety ★ Environmentally Friendly Schools ★ Securing School Facilities

MAINTAINING SCHOOL FACILITIES AND GROUNDS

- ★ Preventive Maintenance ★ Maintenance and Operations Issues
- * Custodial Activities * Grounds Management * Departmental Organization and Management * Maintenance and Operations Manuals * Managing Facilities Partners * Work Order Systems
- ★ Building Use Scheduling Systems ★ Managing Supplies
- ★ The Role of Maintenance During Renovation and Construction

EFFECTIVELY MANAGING STAFF AND CONTRACTORS

- **★** Job Descriptions ★ Selecting the Right People
- ★ Training Staff ★ Evaluating Staff ★ Maintaining Staff
- ★ Managing Contracted Staff and Privatized Activities

EVALUATING FACILITIES MAINTENANCE EFFORTS

- ★ Evaluating Your Maintenance Program
- ★ Examples of Good Evaluation Questions

Get a Free Planning Guide and Put New Luster on Your School

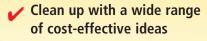
Download your copy of the *Planning Guide for Maintaining School Facilities* (NCES 2003-347) from the web at *nces.ed.gov/pubsearch*.

Or, while supplies last, you may order a free copy fom ED Pubs, P.O. Box 1398, Jessup, MD 20794-1398

or call 1-877-4-EDPUBS (433-7827) toll-free. Visit www.edpubs.org to order online.

Put Our Maintenance Eagle To Work for You

Ensure your school is safe for learning



Learn the ins and outs of preventive maintenance

Get your hands on sample forms, checklists, work orders, and more.

and Make a Clean Sweep of Your Facilities Maintenance Plan

ORDER FORM

■ Send me a free copy of the <i>Planning Guide for Maintaining School Facilities</i> [NCES 2003-347].	
Please print clear	
Name	
School	

Telephone

Mailing Address

COMPLETE THIS FORM AND MAIL TO

U.S. Department of Education; ED Pubs; P.O. Box 1398; Jessup, MD 20794-1398

FOR FASTER SERVICE

Visit www.edpubs.org, call 1–877-4-EDPUBS (433-7827), or download a copy from nces.ed.gov/pubsearch.